



JUMP STARTS



2022 Grant Guidelines

Deadline: March 9, 2022

The mission of the California Arts Council, a state agency, is to strengthen arts, culture, and creative expression as the tools to cultivate a better California for all.

Learn more at www.arts.ca.gov

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JUMP StArts

2022 GRANT GUIDELINES

DEADLINE: March 9, 2022 11:59 PM

Grant Request Amount: \$2,500 planning grants; project grants up to \$50,000

Estimated Total Number of Grant Awards: 51

Grant Activity Period:

July 1, 2022 – June 30, 2023

Matching Funds: Not Required



Apply at: calartscouncil.smartsimple.com

Background & Purpose

The California Arts Council's policies and practices prioritize racial equity and have a broad geographic reach into communities of all sizes and needs, and this includes a commitment to ensuring that art is accessible to all Californians, including the young and vulnerable, specifically those whose lives have been impacted or interrupted by the justice system.

These may be youth and young people who were dismissed from middle, high and/or continuation schools; have been subjected to racial profiling; have been arrested or are on probation; are currently incarcerated at a juvenile justice facility or attending a court-appointed educational institution; are undocumented; are unhoused and/or migratory; are refugees; have incarcerated parent(s) or guardian(s); and/or are pregnant or young parents themselves. The CAC's commitment to system-engaged, system-impacted, and/or at-promise youth is also reinforced by the [State of California Budget Act of 2021](#) that maintains a mandate to invest in the JUMP StArts program this fiscal year.

The **JUMP StArts** program supports arts and culture education, apprenticeship and/or mentorship via artists-in-residence programs for system-engaged, system-impacted, and/or at-promise youth and young people through the age of 24. Activities may take place during or outside of traditional school hours at state- or county-operated correctional facilities; public settings; online; and at arts and culture venues, community centers, school sites, youth centers, and in intergenerational settings.

Projects should prioritize system-engaged, system-impacted, and/or at-promise youth or youth who are especially vulnerable to be impacted by or engaged in the justice system, and the project should be tailored specifically to respond to their needs.

The JUMP StArts program has two project grant strands. Organizations may apply for and receive funding in one strand:

- JUMP StArts – State Facilities
- JUMP StArts – Community Spaces and/or County Facilities

Planning grants are also available to support arts organizations in the process of developing an arts project for system-engaged, system-impacted, and/or at-promise youth.

Project Requirements

- Applicant organization must develop and complete a project addressing the program's purpose to be completed by the end of the Grant Activity Period. The project description must include an anticipated timeline for completion within the Grant Activity Period.
- Project planning and completion must reflect a commitment to include and represent the communities to be served; this includes youth, young adults, and/or individuals who were previously system-impacted, system-engaged, or at-promise input.
- The project plan must describe activities, partnership responsibilities, intended artistic and youth development outcomes, and documentation strategies.
- The project design must be human-centered, provide safe, healthy, and appropriate learning environments for youth and young people.
- The project must include professional development training for teaching staff in both facility protocols and healing and/or trauma-informed practice.
- Project team members to be compensated and supported by this grant must show relevant experience and be based in California.
- Rates of compensation for individual California teaching artists and cultural practitioners to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers.
- Individuals to be compensated by this grant may not be full-time students in a degree program directly related to any type of compensation/credit for this project.
- All CAC-funded programs, services, information, and facilities where funded activities take place, including online spaces, must be accessible for individuals with disabilities, including but not limited to individuals who are Deaf, Hard of Hearing, Deaf Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

Eligible Request Amounts

Applicant organizations can request:

- \$2,500 for a planning grant
- Up to \$50,000 for a full project grant

- Up to \$52,500 for a planning and project grant **if each request is in different funding strand**: Community Spaces and/or County Facilities *and* State Facilities

Community

Representation of, by, and for community is a core value of the CAC, including authentic intergenerational and intersectional connections.

Although not factors in grant decisions, we strongly encourage applications from organizations that are led by, represent, and/or serve systemically marginalized communities, which may include but are not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Currently Experiencing Incarceration; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA2S+; Low Income; Neuro-Divergent; Native Hawaiian; Pacific Islander; People of Color; Rural; Returned Residents, Formerly Incarcerated; Students of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused, Transient; Veterans; or Youth.

Community Spaces and/or County Facilities Program Strand

Organizations applying to the Community Spaces and/or County Facilities program strand must partner with at least one of these entities serving youth engaged by the juvenile justice system, including but not limited to:

- County juvenile halls and camps
- Court schools
- Community schools
- Social services agencies or nonprofit organizations supporting priority youth populations

State Facilities Program Strand: Partnership with the Division of Juvenile Justice (DJJ)

Applicants to the State Facilities program strand must provide service at one or more of the following locations:

- N.A. Chaderjian Youth Correctional Facility
- O.H. Close Youth Correctional Facility
- Ventura Youth Correctional Facility

Applicants proposing a project in partnership with the DJJ must be in touch with Teresa Perez at Teresa.Perez@cdcr.ca.gov or (916) 683-7450 to plan the project and to secure a letter of support.

Applicants should be prepared to discuss the following when contacting DJJ:

- Type of program and proposed service to be provided
- Specific plan for space, time (length, duration, time of day), equipment, and participation of artists and DJJ staff
- Intended youth population and desired outcomes of efforts toward youth participation
- Outcomes and evaluation metrics appropriate to the scope of the project
- Training needs (facility safety and behavioral protocols) for participating teaching artists proposing to interact with DJJ youth

More information about the DJJ's mission and guiding principles are available on the [DJJ page](#) of the California Department of Corrections and Rehabilitation website.

All applicants must be in touch with an appropriate contact at the facility(ies) to plan the project and to secure a letter(s) of support.

JUMP StArts Planning Grant

Planning grants are available to support arts organizations that have identified a juvenile justice or social services partner and are in the process of developing an arts project to serve these priority youth. Planning grants give organizations the opportunity to take the time to design the project thoughtfully and include meaningful contributions from both partners. The planning grants also can be used to pilot aspects of the program and conduct any necessary training and/or professional development for the project staff. Given the transient context for system-engaged, system-impacted, and/or at-promise youth, applicants are encouraged to consider partnering with multiple agencies that serve youth in various aspects of their incarceration, probation, and re-entry to ensure consistent engagement and to maximize program impact.

Planning grants are ranked “**Fund**” or “**Not Fund**” based on the strength and merit of the plan.

- **Applicants may not apply for a planning grant** in a strand (i.e., Community Spaces and/or County Facilities or State Facilities) **in which they have previously been funded.**
 - For example: If an organization has received a JUMP StArts grant to do work in a county facility or community space, they may not apply for a planning grant to work with another county or community facility. However, the organization may apply for a planning grant to work at a State facility.
- **Applicants may not receive a JUMP StArts planning grant and a JUMP StArts project grant in the same strand during the same funding cycle.**

Eligibility Requirements

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission in order to be considered for funding.

- **Racial equity statement** - Description of the organization's commitment to equitable policies and culture.
- **California-based** - Documentation of having a principal place of business in California.
- **Arts programming** - Applicants must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline.
- **501(c)(3) organization as applicant or fiscal sponsor** - Non-governmental (municipal, county, or tribal) applicant organizations must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code.
- **Fiscal sponsors** - An applicant organization without nonprofit status must use a California-based fiscal sponsor with a federal 501(c)(3) designation to apply for funding.
 - The fiscal sponsor will provide the fiscal oversight and administrative services needed to complete the grant.
 - A [Letter of Agreement](#) between the fiscal sponsor and the applicant organization must be signed by a representative from both parties and submitted with the application. A blank signature field will not be accepted. **If a grant is awarded, the fiscal sponsor becomes the legal contract holder with the California Arts Council.**
 - A fiscal sponsor change is not permissible during the Grant Activity Period, with rare exceptions.
 - Fiscal sponsors must have a minimum two-year history of consistent engagement in arts programming and/or services prior to the application deadline. (Acting as a fiscal sponsor to arts and cultural organizations is considered an arts service.) See additional information on the use of [CAC fiscal sponsors](#).
- **Certificate of good standing** - Nonprofit organizations and fiscal sponsors (if applicable) must have "active status" with the California Secretary of State (SOS) showing evidence of "good standing" at the time of application. You can verify your organization's status by conducting a search using the SOS online [Business Search](#) tool. An indication of "active" (versus "suspended," "dissolved," "cancelled," etc.) confirms that your nonprofit corporation exists, is authorized to conduct business in the State of California, has met all licensing and

corporation requirements, and has not received a suspension from the Franchise Tax Board.

Funding Restrictions

For organizations with total operating revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total operating revenue from the most recently completed fiscal year.

Matching Funds

This program does not require matching funds.

Online Application Portal

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. **It is recommended that new applicants create an online profile well in advance of the application deadline.** More information can be found on the [Grant Resources](#) page of the CAC website.

Application Review Criteria

A review panel will adjudicate complete and eligible applications based on the following criteria. Application questions and required documents pertaining to each review criterion are included below. Detailed instructions are available at calartscouncil.smartsimple.com.

Racial Equity: Demonstrates an understanding of racial equity through its cultural competence, policies, practices, projects, and organizational culture. Elements of racial equity are evidenced in the implementation of programming/services and throughout the proposal. Organization's leadership and participants center cultural, ethnic, and racial diversity.

Application Questions and Required Documents

1. Describe the elements of racial equity that are essential to the program/service and organization policies/culture. This criterion will be assessed by panelists during the review process. Your racial equity statement could include, but is not limited to:
 - A description of your region's landscape and how systemic racism has impacted your communities and field
 - How your organization is addressing issues of systemic inequities through racially equitable policies and practices
 - A description of the racial equity elements that support how the organization serves and uplifts the leadership of communities of color in your region, through your organizational leadership, community partnerships, mentorship, arts and cultural programming, accessibility, and outreach

2. Describe how the elements of racial equity show up in the programming/services and policies.
3. Describe how the leadership and participants demonstrate cultural, ethnic, and racial diversity.
4. Describe any strategies or progress the organization has made towards your racial equity elements that you are proud of and would want to share with the field.

Program Design & Implementation: Provides detailed and meaningful objectives, including a timeline and key activities, outlining how the project will address current challenges and/or opportunities addressing system-engaged, system-impacted, and/or at-promise youth. The project budget is detailed, includes all expenses relevant to the stated project activities, and lists rates of pay that appropriately compensate the labor of all individuals working on the project.

Application Questions and Required Documents

1. Provide a detailed description of your project, including a timeline and key activities, outlining how your project will address current challenges and/or opportunities addressing system-engaged, system-impacted, and/or at-promise youth. These may include youth who were dismissed from middle, high and/or continuation schools; are subjected to racial profiling; are arrested or on probation; are incarcerated at a juvenile justice facility or at a court-appointed educational institution; are undocumented; are unhoused and/or migratory; are refugees; have incarcerated parent(s) or guardian(s) and/or are pregnant or parents themselves.
2. In addition to the development of artistic skills, describe the student outcomes your organization seeks to achieve through its JUMP StArts project.
3. Complete a two-year budget snapshot table. Provide revenue and expense amounts. Address any significant changes in line items from one year to the next and explain anticipated surpluses or deficits.
4. Complete a detailed project budget, including all expenses relevant to the stated project activities, and include rates of pay that appropriately compensate the labor of all individuals working on the project. Provide details for each line item to be funded by this grant.
5. Provide no more than three (3) samples that best portray your organization and its work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, audio, video, and other marketing pieces. Samples should be within the past two years and relevant to this grant opportunity.

Community Engagement and Social Impact: Demonstrates how the project design and implementation reflects a commitment to include and represent the communities to be served.

Application Questions and Required Documents

1. Describe how you plan to engage and elevate system-engaged or system-affected youth voices throughout the project to help shape the project outcomes, documentation strategies, and measures of success. Demonstrate how your project design and implementation reflects a commitment to include and represent the communities to be served.
2. Describe your organization's protocols and best practices in working with system-engaged youth, to ensure that they will be in a physically and emotionally safe, nurturing, and creative learning environment.
3. Upload a letter of support from an appropriate contact at the facility(ies) where the project is planned.

Accessibility: Demonstrates that its programs, services, information, and facilities, including online spaces, are accessible for individuals with disabilities, including but not limited to individuals who are Deaf, Hard of Hearing, Deaf-Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

Application Questions and Required Documents

1. Describe your organization's approach to ensuring the physical accessibility of programs and services for individuals with disabilities, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as beneficiaries of arts programming and services, and potential audience members in your response.
2. Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization. Include their name, title, phone number, and email address in the fields provided.

Panel Adjudication and Ranking Scale

Panelists review and rank applications and work samples using a 6-point ranking scale that can be viewed at [this link](#).

California Arts Council Decision-making

The final authority for grant awards is the appointed Council. After receiving and reviewing recommendations from Council committees, the Council will vote on final funding awards at a public meeting. Awards may differ from requested amounts based on panel rank and available funding.

Program Timeline

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|-----------------------|------------------------------|
| Application Opens | January 19, 2022 |
| Application Deadline | March 9, 2022 |
| Panel Review | Approx. March – April 2022 |
| Funding Decision | Approx. May 2022 |
| Funding Notification | Approx. June 2022 |
| Grant Activity Period | July 1, 2022 – June 30, 2023 |
| Final Report Deadline | July 31, 2023 |

Staff Assistance

Before contacting staff, check [FAQs](#) to see if application questions can be answered. If staff assistance is still required for guidance or clarification, email is the best way to contact Program Specialists. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request. Translation services may also be available upon request.

Organizations seeking technical assistance should contact:

Natalie Peebles
she/her/hers
Arts Program Specialist
California Arts Council
jumpstartsggrant@arts.ca.gov

Governor of California

Gavin Newsom



Arts Council Members

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Consuelo (Chelo) Montoya, Vice Chair

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Office Hours

8:00 a.m. - 5:00 p.m., Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Native Land Acknowledgement: The California Arts Council stands in solidarity with all of California's Indigenous people. We acknowledge that our work takes place on the now occupied traditional lands of the Miwok, Maidu, and Nisenan people, who are the past, present, and future stewards of this place. We make this first step in our journey to develop relationships and cultural competencies to truly support native sovereignty.

Mission: Strengthening arts, culture, and creative expression as the tools to cultivate a better California for all.

Vision: A California where all people flourish with universal access to and participation in the arts.

Racial Equity Statement: As California's state arts agency, the California Arts Council is committed to racial equity both internally through our work environment, and externally through our programming.

- We are committed to ensuring that every policy enacted reflects democratic principles of equity and justice.
- We understand that enacting policy in a just and equitable manner considers critical issues of implicit bias and discrimination that requires concerted and purposeful action.
- We believe that bringing together Council, staff and other partners with differing backgrounds and life experiences will enhance our ability to increase opportunities for all arts service organizations to succeed.
- Policies, programs, and activities will be administered to identify and avoid discrimination and barriers to access, and to avoid disproportionately high and adverse effects on communities of color.
- Accountability to our grantees is of central importance to us. We understand the significance of evaluating the impact of our policymaking on grantees over time and utilizing this evaluation in the development of new policy initiatives.
- We are committed to the just and equitable disbursement of resources.
- We will obtain the following information when relevant and appropriate in order to utilize data to evaluate the impact of our equity goals: population served and/or affected by race, color, national origin, and income level, which will include diverse communities across the state such as: communities of color, racially and ethnically diverse individuals, tribal communities, immigrant and refugee communities, and communities that have principal languages other than English.

For the CAC, racial equity is a continual practice in listening, learning, and implementing. The CAC's Racial Equity Statement demonstrates a deeper commitment for us to do better for the field and our staff.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are often matched by foundations, individuals, earned income, government agencies, in-kind contributions, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: Applications are evaluated by panels of recognized field representatives who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, the CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC provides grant funding to individual artists and is mandated both by federal and state regulations to fund arts organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxation Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

Appendix A: Resources for Applicants

Grantee Requirements

Awarded grantees must comply with all requirements as stipulated in the grant agreement, including but not limited to the following:

- **Complete contract documents** - Upon notification of grant award, complete all required contract documents in order to receive grant payment. Contract documents must be received by the CAC within 60 days of issuance or the grant funding may be revoked.
- **Payee Data Record** - Each awarded organization or fiscal sponsor (if applicable) must complete, sign, and submit an STD 204 Payee Data Record as a required contract document before grant funds can be released.
- **Consistent activities** - Carry out activities consistent with the original proposal summary statement and the intent of the application as approved for funding, including in instances where the grant award may be less than the original request amount.
- **Approval for changes** - Programming activities must be completed as proposed. Changes must be proposed in advance and require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis.
- **Thank you letters** - To better inform our elected representatives of the value of the arts and the use of state funds, grantees are required to include copies of signed letters sent to the Governor, state Senate, and Assembly representatives thanking them for the grant. Local representatives may be found at this link: <https://findyourrep.legislature.ca.gov/>.
- **Use of CAC logo** - Use of the CAC logo is required on all printed and electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- **CAC acknowledgement** - The following acknowledgement of CAC funding is required on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- **Final report** - Provide a final report summarizing grant-funded activities and accomplishments within 30 days of the end of the Grant Activity Period. Grantees that do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC.
- **California Model Agreement (AB20) and indirect costs** - In order to comply with AB20 requirements, University of California and California State University grantees are required to secure an indirect cost waiver from the Regents of the University of California or the Board of Trustees of the California State University.

- **What We Do Not Fund**

Click [here](#) to review the list of activities and expenses that CAC does not fund.

- **Sample Fiscal Sponsor Letter of Agreement**

Click [here](#) for a letter template for applicant organizations using fiscal sponsors.

- **Definition of Signature**

Click [here](#) for information on acceptable forms of validation for required signed documentation.

- **Appeals Process**

1. Before requesting an appeal, check that your request qualifies by reading the following. Appeals are only granted if:
 - a. Panel's assessment was based on a misstatement of information in the application that negatively influenced the panel's recommendation; and/or
 - b. Incorrect processing of the required application material, which negatively influenced the panel's recommendation.

Dissatisfaction with award denial or award amount does not qualify for appeal.

2. Request an official Appeal Form by emailing the CAC Program Specialist listed on your grant notification letter.
3. Fill out official Appeal Form and email or postmark to the contact listed on the form within 45 days of grant notification.